

Minutes of the
Mid-Wisconsin Federated Library System
Board of Trustees Meeting
Tuesday, September 30, 2014

The regular meeting of the MWFLS Board of Trustees was called to order at 6:00 p.m. at West Bend Community Memorial Library, 630 Poplar Street, West Bend, Wisconsin. Jane Colwin, Chair called the meeting to order.

ROLL CALL

MEMBERS PRESENT: Jane Colwin, Polly Edgar, Richard Greshay, Mark Hanson (arrived 6:11), Cindy Helt, Gary Morgenstern, Dwayne Morris, Doug Rakowski, Ruth Schmitt, Sue Smith, Paul Ustruck, William von Rohr (arrived 6:08), and Audrey Wolter.

MEMBERS ABSENT:

MEMBERS EXCUSED: Geri Feucht

MWFLS STAFF: Sue Cantrell, System Director and Jackie Jacak, Business Manager.

GUESTS PRESENT: Amy Becker, Mike Gelhausen, Candy Graulich, Alexandra Harvancik, and Roberta Olson.

MINUTES

Minutes were approved as printed.

FINANCIAL REPORTS

It was moved by Smith and seconded by Rakowski to approve payment of July/August Computer Checks in the amount of \$172,667.76 and Manual Checks in the amount of \$1,495.91 and director requested reimbursement of \$338.23 for a total of \$174,501.90. Motion carried by roll call vote, all in favor.

OPERATIONS REPORT

Director's Report

- On September 24th MWFLS hosted the first technology day. Cantrell was very pleased with the attendance, programs, and the day as a whole. She thanked Jackie Jacak for arranging the day and to the MWFLS staff for helping out and presenting.

Director's Council

- Colwin reminded the board to be sure to read the Directors' Council minutes provided in the MWFLS board packets. She noted these minutes are the nuts and bolts of what is going on in the system.

Technology Report

- No further information was provided.

Personnel Committee

- Morris, Chair of the Personnel Committee, reported the director's review took place on August 24th.

- The committee is recommending that a representative from the Director's Council be appointed to the MWFLS Board, to give the director's council meeting report and field any questions about the meeting.

UNFINISHED BUSINESS

Update on SirsiDynix Migration

- As of now, the migration process is on schedule.
- In the third week of September, a representative from SirsiDynix came to help set up policies for the new trio ILS. Mapping was also finalized at that time.
- Foust has been working with Fischer in finalizing Enterprise design/colors. This is the patron side of the catalog.
- Foust and Cantrell were informed by SirsiDynix that NCIP will work with Autographics.

NEW BUSINESS

Approval of 2015 System Plan

It was moved by Morris and seconded by Smith that the MWFLS Board of Trustees authorize the President and Director to sign the Annual Public Library System plan and certification to comply for calendar year 2015. Motion carried by voice vote, all in favor.

Approval of trio Participation Agreement with MWFLS

- Colwin noted that the committee consisting of several librarians worked very hard to craft this agreement. This agreement is in regard to what trio should do, what the libraries participating should do, and what the system's role is.
- Colwin reminded the board that they are approving the edited version that was sent out in an e-mail this past week.
- Edgar questioned if the trio directors council will replace the current Director's Council group? Cantrell explained these committees will be two separate groups. Trio will discuss trio related items and the Director's Council will discuss unrelated trio issues. The trio and Director's Council meetings will be held on the same day back-to-back.
- Cantrell would like all libraries to have their signed agreement back to the System by the go live date of November 20, 2014.

It was moved by Schmitt and seconded by Smith that the MWFLS Board of Trustees approve the trio Participation Agreement as presented at the September 30, 2014 MWFLS board meeting. Motion carried by roll call vote, all in favor.

Revise 2015 Budget to Accommodate Youth Services Consultant with SCLS

- Cantrell feels it would be beneficial for MWFLS to continue the relationship with South Central Library System (SCLS) by contracting with them for youth services. Youth services is a mandated service that the system needs to offer.
- South Central charges \$2,500.00, which is considerably less if MWFLS would need to hire a part time person to manage the duties.

It was moved by Wolter and seconded by Morgenstern that the MWFLS Board of Trustees approve the amended 2015 budget to include the South Central Library System Youth Services Contract. Motion carried by roll call vote, all in favor.

Quote for Copy of SHARE Database to Test Server

- Cantrell explained that she is concerned Lakeshores Library System will wipe the database clean prior to the go live date of November 20th. By having a copy of the SHARE database put onto a MWFLS server, it will provide peace of mind that the information and reports are available to MWFLS up to November 20th and beyond that time.
- The additional cost to have a copy made will be \$1,000.00.
- The board questioned where these funds will come from. Jacak felt the only possible place at this time so late in the year would be the fund balance.

It was moved by Rakowski and seconded by Ustruck that MWFLS obtain a copy of the SHARE database at the cost of \$1,000.00. Motion carried by roll call vote, all in favor.

Member Library Director to Represent Directors' Council at MWFLS Meetings

- This item came out of the MWFLS Director's review. The committee feels having a director appointee on the MWFLS board will allow director input, which is valuable information to the board.
- Smith felt this was a good idea and would add value to the MWFLS board.
- The appointed director will give the Director's Council report.
- The appointee would not be a voting member of the MWFLS board.
- Schmitt expressed that it may be nice to have a different director come each month. Graulich was allowed to speak and felt having a different director each month would not work. It would be best to have one director per year as the appointee.

It was moved by Edgar and seconded by Schmitt that the MWFLS Board of Trustees approve a Director's Council liaison to the MWFLS Board of Trustees. The liaison will rotate on an annual basis beginning January 1, 2015 and will be appointed by the MWFLS Director.

Motion was amended by Morris and seconded by Smith; Edgar approved the amendment, that the MWFLS Board of Trustees approve a Director's Council liaison to the MWFLS Board of Trustees. The liaison will rotate on an annual basis beginning January 1, 2015 and will be appointed by the MWFLS Director, and mileage will be paid by the system. Motion carried by roll call vote, all in favor.

Determine Meeting Dates for 2015

It was moved by Hanson and seconded by Greshay that the MWFLS Board of Trustees meet six times in 2015 on the following dates:

January 27, 2015	March 31, 2015
June 30, 2015	August 25, 2015
September 29, 2015	November 24, 2015

Motion carried by voice vote, all in favor.

ADOPT NEXT MEETING DATE & ADJOURNMENT

Next regular meeting will be Tuesday, November 25, 2014 at 6:00p.m at Mid-Wisconsin Federated Library System, 112 Clinton Street, Horicon, Wisconsin.

It was moved by Edgar and seconded by Morgenstern to adjourn the meeting at 7:34.

Respectfully Submitted,
Jackie Jacak, Recording Secretary